**BUDT723 Project Status Form**

**Client: Trace3**

**Group: 01**

**Overall Progress:**   
  
Status:

* Our team had a meeting with Trace3 on 04/22, where we gathered their feedback on our proposed system architecture for the to-be system (design).
* We also showed them a sample dashboard (prototype for the analytics dashboard) and they were impressed with the same.
* They showed us the Smartsheet Strategtic Initiatives Portfolio Workspace, which keeps a track of the project progress and the resources assigned to the same.
* We are waiting to acquire the format for the letter of evaluation, post which we will share the same with Trace3.
* Trace3 will share the list of metrics to be showcased on the dashboard, based on the different user personas - employee, project manager, business analyst, strategic initiatives team.

Discussions, Next Steps, Challenges:

* The team is discussing the entire data workflow and working on the various deliverables for 04/29.
* The doubts that we have regarded to our idea of the proposed system will be asked during the office hours on 04/26 and via mail on canvas to the TAs.
* The challenge that we are currently facing during the design phase are the varying opinions the team members have for the data flow of the proposed system, and the user personas who will have access to the dashboard.

**Meeting Summary:**

We will scheduled a meeting with Trace3 for 04/09 after gathering feedback from Prof. Shapiro during the design phase presentation on 04/29.

**Feedback/Support:**

We have reached out to the TA regarding the format for the various deliverables of the design phase. We will attend the office hours with Prof. Shapiro to clarify some doubts we have regarding the appraoch for the implementation phase, and the brainstorming process that we have followed for the design phase.

Some additional questions regarding the project:

1. Should we built a dashboard tool where the the employees have access to meeting management data ?
2. The solution that we have brainstormed for the data management of the pre-meeting and post-meeting activities include the usage of surveys, which will be shared with meeting attendees and organizer using outlook email having the link to the survey. Does this make sense or could there be a better solution ?
3. Should our team come up with a list of KPIs or metrics that can be shown on the dashboard, or should we wait for Trace3 to share the same with us ?